



**DISCOVER NEWPORT
BOARD OF DIRECTORS MEETING
12pm – Tuesday September 18th, 2012
The Gateway Information
3rd floor conference room**

MEETING MINUTES:

The meeting was called to order at 12:05pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Stephen Coyne, Karen Oakley, Marlen Scalzi, Barbara Pelletier, Daniel Braun, Susan Samson, Stephan Brigidi, Laurie Stroll, Jeff McDonough, Katie Wilkinson, Nancy Blount, Jon Cohen, Greg Fater and Duncan Maio

BOARD MEMBERS ABSENT & EXCUSED WERE: Ed Silveira & Rocky Kempenaar

BOARD MEMBERS ABSENT & NOT EXCUSED WERE: Pieter Roos

STAFF PRESENT WERE: Evan Smith, Kathryn Farrington, Alyson Adkins, Cathy Morrison & Dawn Sharp

GUESTS PRESENT WERE: Terry Horsley, representing The Newport Record, filmed the meeting

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for August 21st, 2012 were reviewed. A motion to accept the minutes was made Len Panaggio and seconded by Stephen Coyne. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for June, 2012 was read by Treasurer, Stephen Coyne. City Bed Tax for June, 2012 was up 17.07%, YTD. Regional Bed Tax was up 14.44%, YTD for a combined YTD Bed Tax, through June, 2012 of +15.56%. He reviewed the revenues and expenses for the month of August, 2012.

A motion to accept the Treasurer's report for June 2012 was made by Stephen Coyne and seconded by Lenny Panaggio. The motion passed unanimously.

III. PRESIDENTS REPORT:

Evan Smith reported on the following:

- He stated that September and October are a time for a shift in travelers. The fall is dominated by cruise ships, bus tours, international visitors, conventions and weddings.
- He shared the fact that Tim Walsh (VP of Sales) was currently on a conference call with Volvo's "Around the World Race" committee, discussing the possibility of the City of Newport being the location for next year's race.

- He addressed the current safety issues that the City of Newport has been experiencing at night, over the past few weeks. The Board reviewed and discussed the issues.
- He briefed the Board members on his visit with Gary Sherwin, who is the President & CEO of the CVB in Newport Beach, CA.
- He distributed a summary of the Meals & Beverage tax, from July 1st through June 30th, for all the municipalities to the board members for their review.
- He congratulated Greg Fater on the success of the Newport Gulls baseball team.

IV. STAFF REPORTS:

A. MARKETING:

Kathryn Farrington, Vice President of Marketing, updated the Board on the status and upcoming activities of the Marketing Department, including:

- Fall Newport Restaurant Week promotion
- launching of the new “Meetings” website
- the currently available Marketing Coordinator position, which she is interviewing candidates for

B. OPERATIONS:

Cathy Morrison, Vice President of Operations, updated the Board on the current status of the Operations Department, including:

- the increase in Room Reservations numbers
- the viability of the new Touch Screen Kiosks
- the upcoming Cruise Ships that will be visiting Newport
- the overall success of the recently completed renovations at the Visitor’s Center

V. COMMITTEE REPORTS:

A. FINANCE:

Stephen Coyne and the Finance Committee met and reported on the following:

- Updating of the format for reporting the revenue generated from the Visitor’s Center

B. GOVERNANCE:

Evan Smith reported on the following:

- He reiterated that there is still one open board seat, which is an industry seat, representing lodging under 100 rooms. He is soliciting applications for candidates to be interviewed by the Governance Committee.

VI. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Stephen Coyne. The motion passed unanimously. The meeting adjourned at 12:55 pm.

**The next Board Meeting will be held
Tuesday, October 16th, 2012
Location TBD**